

# Greater Phoenix Ryan White Planning Council

## Executive Committee Minutes

4041 N. Central Avenue, Phoenix, AZ 85012  
 Planning Council Support Office: (888) 235-1653 Fax: (888) 894.2674



### MINUTES

#### Executive Committee

#### Monday, June 28, 2021 ZOOM TELECONFERENCING

Committee Members		Planning Council Members		Recipient Staff		Guests
Randall Furrow	P			Carmen Batista	P	
Taylor Kirkman	P					
Eric Moore	P					
Merlin Gross	A					
Chuck Albrecht	P					
Duvia Lozano	A					
Anthony Holscher	A					
Eric Eason	P					
<b>P = Present      EX = Excused Absence      A = Absent       = Phone/Zoom</b>						
Support Staff: Thomas Rodriguez-Schucker and Michael Koran						
<b>Call to order</b>		Randall Furrow, called the meeting to order at 12:33 am				
<b>Determination of Quorum</b>		5 of 8 members present at 12: 34 am <b>QUORUM ESTABLISHED</b>				
<b>Welcome and Introductions</b>		The Chair welcomed Planning Council members and guests. The Chair asked everyone to announce their name and for Planning Council members to declare any conflicts of interest for the record.				
<b>Approval of the Minutes from April 26, 2021</b>		A motion to approve the April 26, 2021 minutes as amended was made by E. Moore and 2 <sup>nd</sup> by E. Eason; The agenda was approved by unanimous vote.				

Business Item	Discussion / Motion	Action
Chair Update	<p>We had the Ending the Epidemic Site Visit last week, thank you all who participate. The feedback will be presented at a future meeting. Chuck had the TEAM Committee attending the PCHAT Learning sessions on planning council recruitment and retention.</p> <p>Policies and Procedures, we are working on those in our committees. Those have been added to our Planning Council Activity Timeline for January and February meetings in the future.</p> <p>We are working on a new member orientation for new members on a new platform. Chuck Albrecht requested a basic training for members prior to the Priority Setting and Resource Allocation Meeting. Eric Eason volunteered to help with that as a newer member.</p>	Discussion Only. No Action
RWHAP Part A Recipient's Office Update	<p><b>Updates:</b>  Maricopa County - working on a return-to-work plan which will go into effect in August. We are planning to continue remote working. We have rented out space to the COVID Response team at Maricopa.  Submitted the HRSA Site Visit - response submitted.  Lisa will have an update on the EHE Federal Site Visit that we completed in June.  We are getting ready this summer to host some virtual work groups around adding the third tier of health information and referrals. We are also having a lot of discussions about access and our websites and how we can make it easier for people to connect to care, especially those that are not coming through Rapid Start.</p> <p><b>Staff changes:</b>  Conditional offer for the new Dental Coordinator.  Conditional offer for the Community Engagement Coordinator.  Kate Thomas as the Sr. Health Educator under EHE.  We have just posted a fiscal business analyst position. Phyllis Hardy is retiring on August 1st.</p> <p><b>Expenditures and Allocations:</b>  Allocations Workgroup will be contained in the CHPS Committee Meetings.  Another big year for allocations and watching the funds. Fiscal monitoring is one of the most important tasks that the Planning Council does and we will be having more detailed allocation discussions during upcoming CHPS meetings.</p>	Discussion Only. No Action

	<p>We had PSRA about 9 months ago, and we've received our award and have at least the first two months of billing data and we need to finalize our allocations for the current grant year. The current grant year is March 2021 to February 2020.</p> <p>Showing under-spent between 700,000 and 1.6 million. Will be able to take \$300,000 off of carryover.</p> <p>Increases for mental health and food vouchers.</p> <p><b>Request:</b> Allocations discussions will be occurring during CHPS Committee.</p>	
Business Item	Discussion / Motion	Action
Review of PC Budget Amount with Recipient	<p>Thomas presented the PC Budget that was supplied by the Recipient's Office. This included the Scope of Work for Planning Council, Planning Council Support, Coordination and Facilitation, Refreshments, Mileage Reimbursement, Assessment of the Administrative Mechanism, Priority Setting and Resource Allocation and Needs Assessment Focus Groups that align with the State.</p>	Discussion Only. No Action
Review Annual Progress Report	<p>Carmen shared that the Progress Report is complete and submitted. Currently the only gap that we have in our roster is the Medicaid Representative.</p> <p>Carmen has made multiple attempts to reach out to the Medicaid Offices to find a representative to join us.</p>	Discussion Only. No Action
Administration the Assessment of the Efficiency of the Administrative Mechanism	<p>The Assessment of the Administrative Mechanism will be going out via Survey Monkey to the Subrecipients and Planning Council Members.</p>	Discussion Only. No Action
PSRA-Review Framework and Meeting Logistics for PSRA	<p>Carmen shared that the recipient's office has been pleased with the Data presentation components, and decisions of the Planning Council and what we are really looking for is more community representation and are working with Collaborative Research on the new process in order to prioritize the priorities more efficiently.</p> <p>Thomas Schucker reported on the Framework and Logistics for the upcoming PSRA Session. The Collaborative Research Model uses percentages to deal with allocation based on the final award amount. In past years we have used Dollar amounts to allocate funds without knowing what the final award was. Using the HRSA 5% Cap, we will look at what our future award will be limited to.</p> <p>Questions were presented from the Executive Committee and answered by the Recipient's Office and Planning Council Support.</p>	Discussion Only. No Action

Business Item	Discussion / Motion	Action
TEAM Committee Update	<p>Chuck Albrecht, the chair of the TEAM Committee, attended the PCHAT on effective communication strategies.</p> <p>Team Committee will be presenting three new applicants, two community members and a Native Health Alternate. Two reappointments Jimmy and Ricardo from Part B. Chuck has contacted the president of Ebony House to ask for a nomination to replace Phyllis and a nomination for an Alternate.</p>	Discussion Only. No Action
CHPS Committee Update	The Housing workgroup spoke at the last meeting. In future meetings we will be updating our policies procedures and Bylaws.	Discussion Only. No Action
STaR Committee Update	Eric Moore gave the report. The STaR Committee started the review of the Policies and Procedures. While reviewing these, we discovered issues with the language in the Bylaws.	Discussion Only. No Action
Needs Assessment/Statewide Coordinated Statement of Need (SCSN)	Carmen shared that there is a new recruitment strategy from the Needs Assessment. Currently they have over a thousand responses and are organizing that feedback to present to us at a future meeting.	Discussion Only. No Action

Business Item	Discussion / Motion	Action
Parking Lot Items	None at this time.	Discussion Only. No Action
Current Event Summaries	None	Discussion Only. No Action
Call to the Public	None	Discussion Only. No Action

## SCHEDULE OF NEXT MEETINGS

Tuesday	July 27, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
Tuesday	July 27, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
Tuesday	July 27, 2021	2:30 p.m.	STaR Committee	VIA ZOOM
Tuesday	August 30, 2021	12:30 p.m.	Executive Committee	VIA ZOOM
Tuesday	August 31, 2021	2:30 p.m.	Planning Council	VIA ZOOM
Wednesday	September 1, 2021	12:00 p.m.	Planning Council / PSRA	VIA ZOOM
Tuesday	September 28, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
Tuesday	September 28, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
Tuesday	September 28, 2021	2:30 p.m.	STaR Committee	VIA ZOOM
Tuesday	October 25, 2021	12:30 p.m.	Executive Committee	VIA ZOOM
Tuesday	October 26, 2021	2:30 p.m.	Planning Council	VIA ZOOM
Tuesday	November 30, 2021	10:00 a.m.	TEAM Committee	VIA ZOOM
Tuesday	November 30, 2021	12:00 p.m.	CHPS Committee	VIA ZOOM
Tuesday	November 30, 2021	2:30 p.m.	STaR Committee	VIA ZOOM
Tuesday	December 20, 2021	12:30 p.m.	Executive Committee	VIA ZOOM
Tuesday	December 21, 2021	2:30 p.m.	Planning Council	VIA ZOOM
Tuesday	January 25, 2022	10:00 a.m.	TEAM Committee	VIA ZOOM
Tuesday	January 25, 2022	12:00 p.m.	CHPS Committee	VIA ZOOM
Tuesday	January 25, 2022	2:30 p.m.	STaR Committee	VIA ZOOM
Tuesday	February 21, 2022	12:30 p.m.	Executive Committee	VIA ZOOM
Tuesday	February 22, 2022	2:30 p.m.	Planning Council	VIA ZOOM

**Adjournment**

**1:52 pm**

**Signature:**

 (Sep 7, 2021 10:30 PDT)

**Email:** randallfurrow@aol.com

Sep 7, 2021








# 2021.6.28 Executive Committee

Final Audit Report

2021-09-07

Created:	2021-09-07
By:	Michael Koran (michael@collaborativeresearch.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI48-pli9mS629-NP75s5ofjj_Qky8lsG

## "2021.6.28 Executive Committee" History

-  Document created by Michael Koran (michael@collaborativeresearch.us)  
2021-09-07 - 2:43:03 PM GMT- IP address: 173.174.107.132
-  Document emailed to Randall Furrow (randallfurrow@aol.com) for signature  
2021-09-07 - 2:43:36 PM GMT
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2021-09-07 - 5:29:22 PM GMT- IP address: 70.185.60.163
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